

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 24 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/31/2012		2. CONTRACT NO. (If any) EP-W-11-016		6. SHIP TO: a. NAME OF CONSIGNEE KIYANA HARDEMAN	
3. ORDER NO. 0005		4. REQUISITION/REFERENCE NO. PR-OCFO-12-00098			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: HEATHER TEED				f. SHIP VIA	
a. NAME OF CONTRACTOR BOOZ-ALLEN & HAMILTON, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 8283 GREENSBORO DRIVE				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY McLean		e. STATE VA	f. ZIP CODE 22102		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) This award is on a "Cost Plus Fixed Fee" (CPFF) basis in support of OCFO OTS PROGRAM MANAGMENT OFFICE SUPPORT as described in the attached Statement of Work (SOW). The Proposal, as submitted by Booz Allen Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$9,782,924.00		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Bradley Austin  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

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DATE OF ORDER 05/31/2012	CONTRACT NO. EP-W-11-016	ORDER NO. 0005
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Hamilton on 04/26/2012, is included herein by reference.            TOPO: KIYANA HARDEMAN Max Expire Date: 01/31/2016            Admin Office:                HPOD                US Environmental Protection Agency                Headquarters Procurement Operations                Ariel Rios Building                1200 Pennsylvania Avenue, NW                Washington DC 20460            Period of Performance: 05/31/2012 to 01/31/2016</p>					
0001	<p>BASE PERIOD - PMO Support for OTS (OCFO)            Award Type: Cost-plus-fixed-fee            Total Estimated Cost: (b)(4)            Fixed Fee: (b)(4)            Term Form</p> <p>Accounting Info:            12-13-B-B5E4-ZZZJE5-2512-LLDM0000-12B55R0025-001 BFY: 12 EFY: 13 Fund: B            Budget Org: B5E4 Program (PRC):            ZZZJE5 Budget (BOC): 2512 Job #:            LLDM0000 DCN - Line ID: 12B55R0025-001            Funding Flag: Complete            Funded: \$525,000.00</p> <p>Accounting Info:            12-T-B5E4-ZZZJE5-2512-LLDM0000-12B55R0025-002 BFY: 12 Fund: T Budget Org:            B5E4 Program (PRC): ZZZJE5 Budget (BOC): 2512 Job #: LLDM0000 DCN -            Line ID: 12B55R0025-002            Funding Flag: Complete            Funded: \$225,000.00            Period of Performance: 05/31/2012 to 04/30/2013</p> <p>The limit for the Base Period is Not To Exceed (NTE) the "Cost and Fee" for the BASE TASKS PLUS TRAVEL. Optional Tasks SHALL only be exercised by Modification to the Base Period of the Contract. Follow the "Cost and Fee" break out as shown below            Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

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DATE OF ORDER	CONTRACT NO.	ORDER NO.
05/31/2012	EP-W-11-016	0005

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>when exercising any Modification to award Optional Tasks:</p> <p>BASE PERIOD(05/31/12 to 04/30/13) includes TASK1, TASK2, TASK3, Surge 9000 hours, &amp; Travel:</p> <p>Cost NTE: (b)(4)</p> <p>Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 4 (base period)</p> <p>Cost NTE: (b)(4)</p> <p>Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 5 (base period)</p> <p>Cost NTE: (b)(4)</p> <p>Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 6 (base period)</p> <p>Cost NTE: (b)(4)</p> <p>Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 7 (base period)</p> <p>Cost NTE: (b)(4)</p> <p>Fee NTE: (b)(4)</p> <p>OPTIONAL SURGE 15000 hours (base period)</p> <p>Cost NTE: (b)(4)</p> <p>Fee NTE: (b)(4)</p>					
0002	<p>OPTIONAL PERIOD 1 - PMO Support for OTS (OCFO)</p> <p>Award Type: Cost-plus-fixed-fee</p> <p>Total Estimated Cost: (b)(4)</p> <p>Fixed Fee: (b)(4)</p> <p>Term Form</p> <p>Period of Performance: 05/01/2013 to 04/30/2014</p> <p>The limit for Optional Period 1 is Not To Exceed (NTE) the "Cost and Fee" for the BASE TASKS PLUS TRAVEL. Optional Tasks SHALL only be exercised by Modification to Optional Period 1 of the Contract. Follow the "Cost and Fee" break out as shown below when exercising any Modification to award Optional Tasks:</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES**  
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 05/31/2012	CONTRACT NO. EP-W-11-016	ORDER NO. 0005
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>OPTIONAL PERIOD 1 (05/31/13 to 04/30/14) includes TASK2, TASK3, &amp; Travel: Cost NTE: (b)(4) Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 4 (option period 1) Cost NTE: (b)(4) Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 5 (option period 1) Cost NTE: (b)(4) Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 6 (option period 1) Cost NTE: (b)(4) Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 7 (option period 1) Cost NTE: (b)(4) Fee NTE: (b)(4)</p> <p>OPTIONAL SURGE 15000 hours (option period 1) Cost NTE: (b)(4) Fee NTE: (b)(4)</p>					
0003	<p>OPTIONAL PERIOD 2 - PMO Support for OTS (OCFO) Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Period of Performance: 05/01/2014 to 04/30/2015</p> <p>The limit for Optional Period 2 is Not To Exceed (NTE) the "Cost and Fee" for the BASE TASKS PLUS TRAVEL. Optional Tasks SHALL only be exercised by Modification to Optional Period 2 of the Contract. Follow the "Cost and Fee" break out as shown below when exercising any Modification to award Optional Tasks:</p> <p>OPTIONAL PERIOD 2 (05/31/14 to 04/30/15) includes TASK2, TASK3, &amp; Travel: Continued ...</p>					

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**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

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DATE OF ORDER 05/31/2012	CONTRACT NO. EP-W-11-016	ORDER NO. 0005
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Cost NTE: (b)(4) Fee NTE: (b)(4)  OPTIONAL TASK 4 (option period 2) Cost NTE: (b)(4) Fee NTE: (b)(4)  OPTIONAL TASK 5 (option period 2) Cost NTE: (b)(4) Fee NTE: (b)(4)  OPTIONAL TASK 6 (option period 2) Cost NTE: (b)(4) Fee NTE: (b)(4)  OPTIONAL TASK 7 (option period 2) Cost NTE: (b)(4) Fee NTE: (b)(4)  OPTIONAL SURGE 15000 hours (option period 2) Cost NTE: (b)(4) Fee NTE: (b)(4)					
0004	OPTIONAL PERIOD 3 - PMO Support for OTS (OCFO) Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Period of Performance: 05/01/2015 to 01/31/2016  The limit for Optional Period 3 is Not To Exceed (NTE) the "Cost and Fee" for the BASE TASKS PLUS TRAVEL. Optional Tasks SHALL only be exercised by Modification to Optional Period 3 of the Contract. Follow the "Cost and Fee" break out as shown below when exercising any Modification to award Optional Tasks:  OPTIONAL PERIOD 3(05/31/15 to 01/30/16) includes TASK2, TASK3, SURGE 9000 hours & Travel: Cost NTE: (b)(4) Fee NTE: (b)(4) Continued ...					

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\$0.00

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

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DATE OF ORDER 05/31/2012	CONTRACT NO. EP-W-11-016	ORDER NO. 0005
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>OPTIONAL TASK 4 (option period 3) Cost NTE: (b)(4) Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 5 (option period 3) Cost NTE: (b)(4) Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 6 (option period 3) Cost NTE: (b)(4) Fee NTE: (b)(4)</p> <p>OPTIONAL TASK 7 (option period 3) Cost NTE: (b)(4) Fee NTE: (b)(4)</p> <p>OPTIONAL SURGE 15000 hours (option period 3) Cost NTE: (b)(4) Fee NTE: (b)(4)</p> <p>The obligated amount of award: \$750,000.00. The total for this award is</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**1. The Limitation of Funds clause has been modified as follows:**

<u>Ceiling</u>	<u>Prior</u>	<u>This Mod</u>	<u>New</u>
Estimated Cost	\$0.00	\$ (b)(4)	
Fixed Fee	\$0.00	\$ (b)(4)	
Cost Plus Fixed Fee	\$0.00	\$ 966,094.00	\$ 966,094.00

<u>Funded</u>	<u>Prior</u>	<u>This Mod</u>	<u>New</u>
Estimated Cost	\$0.00	\$ (b)(4)	
Fixed Fee	\$0.00	\$ (b)(4)	
Cost Plus Fixed Fee	\$0.00	\$ 750,000.00	\$ 750,000.00

**Base Period**

- (a) Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee.
- (b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

3. Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order period ending April 31, 2013. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.
4. The Contractor is to perform in accordance with the TORFP (previously numbered #FA1-042) and their Task Order proposal.

## Clauses for Task Order

All applicable terms and conditions of contract EP-W-11-016 remain in full effect.

1552.237-72 Key personnel.

As prescribed in 1537.110, insert the following contract clause when it is necessary for contract performance to identify Contractor key personnel.

Key Personnel (APR 1984) (a) The Contractor shall assign to this contract the following key personnel:

**Project Manager:**

(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of clause)

# **OCFO Office of Technology Solutions Program Management Office Support**

## **1.0 STATEMENT OF OBJECTIVES**

### **1.1 Overview**

The US Environmental Protection Agency (EPA), Office of the Chief Financial Officer (OCFO), under the supervision of the Chief Financial Officer (CFO), is responsible for developing, managing, and supporting a goals-based management system for the Agency that involves strategic planning and accountability for environmental, fiscal, and managerial results; Agency-wide budget, resources management and financial management functions including program analysis and annual planning, budget formulation, preparation and execution; controls and systems for payroll and disbursements.

This Office of Technology Solutions (OTS) performs the following functions:

- Has primary responsibility for information technology planning, standard setting, and development and deployment of Agency and OCFO financial and resources management systems. This includes all aspects of program analysis and formulating and overseeing implementation of a strategic approach to Agency-level technology investment planning, budgeting, and resource allocation for financial systems, and development and implementation of Agency-wide and OCFO financial systems and policies that effectively and efficiently support achievement of the EPA's environmental mission.
- Supports the Chief Financial Officer and the Chief Information Officer as liaison to OMB and other Federal agencies and external entities on matters related to the Agency's financial and resources management systems.
- Identifies and provides innovative strategies and approaches in outreach to internal and external sources through a variety of reporting and business intelligence tools to assist program planning and performance management.
- Leads the strategic planning, development, integration, and implementation of new financial systems for OCFO.
- Provides operational support and maintenance for OCFO application, warehousing, and reporting IT assets. This includes management of assets hosted both internally and externally, and implementation of processes to ensure compliance with OCFO, Agency, and Federal information security requirements.



## 1.2 Objectives

OCFO's Office of Technology Solutions (OTS) manages programs, projects, and systems assigned to it from initiation through close out. OTS, hereinafter referred to as "the Office," intends to acquire Contractor support through this task order for the following program management and technical services in support of the Agency's functions:

- Program Management Office (PMO) Services including:
  - Provide advice and assistance with the management of projects
  - Provide technical support on Project Management Tools
  - Provide ongoing PMO services on Agency projects
- Financial System Support Services including:
  - Provide Financial Support Services
  - Provide Expert Advice and Assistance on Project Documents
  - Provide Expert Advice and Assistance on Project Activities
  - Provide Support for Internal Agency and Other Federal Agency Submissions and Reviews
- Earned Value Management Services including:
  - Provide Project Schedule and Cost Baseline Processes Support
  - Provide Project Status Reporting and Forecasting
- Risk Management and Issue Management Services including:
  - Provide Risk Management Services
  - Provide Issue Management Services
- Quality Management Services including:
  - Conduct and Support A-123 Internal Controls Reviews
  - Provide Quality Assurance Support Services
- Integrated Baseline Review Support Services including:
  - Provide Integrated Baseline Review Services

## 1.3 Requirements

### Task 1. Preliminary Tasks

#### 1.1. Prepare Work Plan

- 1.1.1. The Contractor shall prepare and submit a Work Plan (WP) ten (10) business days after award to the Contracting Officer (CO) and Task Order Project Officer (TOPO) as the first task of this Task Order. The length and detail of the Work Plan shall be appropriate to the size and complexity of the Task Order. The Work Plan shall serve to expand or clarify, as necessary, any element of the Contractor's Technical Proposal that requires further elaboration. Work on this Task Order can begin once the WP is accepted by the TOPO and the CO.

#### 1.1.2. Deliverables:

- 1.1.2.1. Draft Work Plan
- 1.1.2.2. Final Work Plan

## **1.2. Develop Transition Plan**

- 1.2.1. The Contractor shall develop a transition plan to ensure a smooth transition from the incumbent Contractors currently supporting these requirements. Currently tasks 2, 3, 4, and 5 are performed by incumbent contractors. At a minimum the transition plan shall include the following:
  - 1.2.1.1. Milestones, Deliverables, Resources
  - 1.2.1.2. Transition Activities, Roles and Responsibilities
  - 1.2.1.3. Documentation Transfer
  - 1.2.1.4. Meeting Schedule to review transition status
  - 1.2.1.5. Procedure to verify completion of deliverables
  - 1.2.1.6. Performance Standards for a successful transition
- 1.2.2. Deliverables:
  - 1.2.2.1. Draft Transition Plan
  - 1.2.2.2. Final Transition Plan
  - 1.2.2.3. Memoranda of Understanding between the incumbent Contractors and the new ITS-BISS Contractor

## **Task 2: Program Management Office Services**

### **2.1 Provide advice and assistance with the management of projects**

2.1.1 The Contractor shall provide advisory support services in all areas related to the program management of system projects. As a provider of Program Management Office support, the Contractor shall provide the Office with ongoing support and timely information upon which to base management decisions on the projects assigned. The Contractor shall support the Agency in the preparation of project management position papers and detailed technical analyses on an as-needed and as-requested basis. During the period of performance of this task order, the Contractor may be required to provide PMO support in project areas including, but not limited to:

- 2.1.1.1 Scope Management: defining project boundaries and processes for change control.
- 2.1.1.2 Time Management: defining, sequencing, duration estimation and schedule control.
- 2.1.1.3 Cost Management: resource planning cost estimating, resource leveling, cost control.
- 2.1.1.4 Process Assessment: reviewing business processes and identifying areas for improvement or compliance with federal and agency regulations.
- 2.1.1.5 Change Management: identifying, documenting, and controlling changes to project baselines.
- 2.1.1.6 Communications Management: communications planning,

information dissemination, performance and status reporting to stakeholders and managers.

- 2.1.1.7 Procurement Management: strategy development, solicitation, acquisition, contract administration and close-out.
- 2.1.1.8 Work Breakdown Structure (WBS): development, management, and tracking of WBS project plans to ensure system projects are on schedule, within budgeted costs, and of high quality.
- 2.1.1.9 Requirements Management: maintaining and tracking of system requirements through all of the phases of the system life cycle.
- 2.1.1.10 Document Management: maintaining a physical and/or electronic library of key documents as identified by the PMO and providing mechanisms to add, track, and retrieve those documents.
- 2.1.1.11 System Life-Cycle Documentation: reviewing, analyzing, preparing, and maintaining system life cycle documentation in compliance with applicable federal and the Agency system life cycle requirements.
- 2.1.1.12 Technical support: providing timely subject matter expertise and information upon which to make sound project management decisions.
- 2.1.1.13 Project policies, procedures, guidelines, and standards: OCFO's development of financial systems policies, procedures, guidelines, and standards for implementation of current and future federal financial system regulations and delegated responsibilities.
- 2.1.1.14 Other financial and performance management system planning and implementation tasks in support of the Agency's system efforts.
- 2.1.2 Deliverables:
  - 2.1.2.1 Draft analysis and recommendation documents
  - 2.1.2.2 Final analysis and recommendations documents

## **2.2 Provide technical support on Project Management Tools**

- 2.2.1 OCFO uses a number of project management tools to support the management of OCFO's system projects. The Contractor shall provide technical expertise in the use of the tools to capture and maintain the project information in the Project Management tools listed below. The Contractor shall provide this technical support on an as-needed basis and primarily to trouble-shoot any problems related to the operations, maintenance, and configuration of the Project Management tools. The Project Management tools are subject to change from time to time. The Contractor shall provide technical support for the Project Management tools selected by OCFO for use on Agency projects. Tools currently used are:
  - 2.2.1.1 Microsoft Project for schedules and WBS

- 2.2.1.2 Deltek Cobra for managing project costs, measuring earned value, and meeting EVM reporting requirements
- 2.2.1.3 Deltek WelcomRisk for structured identification, mitigation, resolving, and reporting of project risks
- 2.2.1.4 Deltek WelcomHome for its web-based project portal for tracking issues
- 2.2.1.5 Deltek Winsight – for analyzing, sharing, consolidating, and reporting project status
- 2.2.2 Deliverables:
  - 2.2.2.1 Documentation of technical support provided
  - 2.2.2.2 Recommendations (if any) regarding the operations, maintenance, and configuration of the tools

### **2.3 Provide ongoing PMO services on the Agency's projects**

- 2.3.1 The Contractor shall support the PMO in various program management activities including facilitating meetings, preparing agendas, tracking action items, and preparing meeting minutes.
- 2.3.2 Deliverables:
  - 2.3.2.1 Meeting Agendas (draft, final)
  - 2.3.2.2 Meeting Minutes and Action Items (draft, final)

## **Task 3: Financial System Support Services**

### **3.1 Provide Financial Support Services**

- 3.1.1 The Contractor shall provide financial support services in conducting studies and analyses to improve and enhance the Agency's financial management, administrative, enterprise architecture, processes, and systems. The Contractor shall support the Agency in the preparation of position papers and detailed technical analyses on an as-needed and as-requested basis. Examples of prior analyses have included reconciliation of the accounting data in the current Integrated Financial Management System in preparation for the new system, a paper on best practices and processes for electronic invoicing, identification and analysis of the Compass financial system implementation issues from program offices and agency stakeholders, analysis of the Dun & Bradstreet Duns Numbers on the vendor tables in the Integrated Financial Management System, and the development of financial performance measures for current and future systems.
- 3.1.2 During the period of performance the Contractor may be required to provide federal accounting and financial system services in the following areas:
  - 3.1.2.1 General Ledger structure and posting logic of the financial systems for compliance with federal guidance

- and regulations (US Standard General Ledger).
- 3.1.2.2 Account Code Structure for addressing federal and Agency requirements.
- 3.1.2.3 Detailed analysis of the accounting transactions in financial systems.
- 3.1.2.4 Budgetary to Proprietary account relationship analysis.
- 3.1.2.5 Accounting issues related to Time and Attendance, Payroll, Labor Distribution, and Cost Allocation.
- 3.1.2.6 Analysis of the transaction flow through the Payroll process
- 3.1.2.7 Recommendations for process, system and/or policy changes to alleviate accounting issues.
- 3.1.2.8 Feasibility and cost/benefit studies of financial and performance management processes and systems.
- 3.1.2.9 Technical support for the further development and maintenance of the target Administrative Architecture.
- 3.1.2.10 Planning, requirements analysis, options analysis, procurement, fit-gap analysis, and business process reengineering activities for modernizing financial systems within the Agency.
- 3.1.2.11 Technical support: providing timely subject matter expertise and information upon which to make sound financial system decisions.
- 3.1.3 Deliverables:
  - 3.1.3.1 Draft analysis and recommendation documents
  - 3.1.3.2 Final analysis and recommendations documents

## **3.2 Provide Expert Advice and Assistance on Project Documents**

- 3.2.1 The Contractor shall, for each task or sub-task assigned, provide expert advice and guidance. Documents may include outline, draft and final versions and may include but are not limited to: Process Maps, Narratives, Internal Controls, Requirements, Configuration, Training, and Testing. The following types of assistance are expected:
  - 3.2.1.1 Review for compliance with the Agency's policy and procedures and best practices
  - 3.2.1.2 Review to determine if all requirements are properly linked to process maps, configuration guides, and test cases
  - 3.2.1.3 Determine if requirements and supporting documentation is completed and accurate include supporting change control process from the functional aspect
  - 3.2.1.4 Review to determine if configuration guide/configuration is accurate and complete and support the Agency's



- needs
- 3.2.1.5 Review all training material for completeness, accuracy and usability
- 3.2.1.6 Support the functional aspect of the change control process
- 3.2.1.7 Provide expert technical advice and guidance to gaps, workarounds, and other options based on best practices and federal requirements
- 3.2.1.8 Ensure that the Agency is in compliance for federal system requirements/configuration
- 3.2.1.9 Provide written analysis with recommendations
- 3.2.1.10 Participate in walkthrough and working sessions for functional area
- 3.2.2 In addition, the Contractor shall provide an assessment as part of their monthly reports with any recommendations for improvements in the documents or the process that may be leveraged during the project.
- 3.2.3 Deliverables
  - 3.2.3.1 Final analysis, assessment, and recommendations documents

### **3.3 Provide Expert Advice and Assistance on Project Activities**

- 3.3.1 The Contractor shall provide expert advice and guidance to support the Office in the areas of Business Process Reengineering, Internal Controls, Requirements, Design, Configuration, Testing, Training, Reporting and Implementation
  - 3.3.1.1 Provide expert technical advice and guidance to gaps, workarounds, and other options based on best practices and federal requirements
  - 3.3.1.2 Ensure that the Agency is in compliance for federal system requirements/configuration
  - 3.3.1.3 Participate in walkthrough and working sessions for functional areas and other related meetings as required
  - 3.3.1.4 Provide written analysis with recommendations
  - 3.3.1.5 Provide timely technical Subject Matter Expertise and information upon which to make sound financial system decisions
- 3.3.2 The Contractor may be required to maintain artifacts related to the project activities including but not limited to:
  - 3.3.2.1 Create and maintain the Business Process Review maps
  - 3.3.2.2 Support the functional aspect of the change control process
  - 3.3.2.3 Support requirement maintained and analysis
  - 3.3.2.4 Review and maintain configuration guides
- 3.3.3 Deliverables

- 3.3.3.1 Final analysis, assessment, and recommendations documents

### **3.4 Provide Support for Internal Agency and Other Federal Agency Submissions and Reviews**

- 3.4.1 The Contractor shall provide expert advice and guidance and shall assist in the development of documents required for submissions and reviews by other elements of the Agency (e.g. the Office of the Inspector General (OIG)) and by other Federal Agencies (e.g. the Office of Management and Budget) including but not limited to:
  - 3.4.1.1 Capital Planning and Investment Control (CPIC) submissions and reviews
  - 3.4.1.2 OMB Exhibit 53 submissions and reviews
  - 3.4.1.3 Internal OIG audits
  - 3.4.1.4 External audits including GAO and OMB reviews
- 3.4.2 In addition, the Contractor shall provide an assessment, as appropriate and as part of their monthly reports with any recommendations for improvements in any of the processes
- 3.4.3 Deliverables
  - 3.4.3.1 Draft and Final analysis, assessment, and recommendations documents as appropriate

## **OPTIONAL TASK 4. Earned Value Management Services**

### **4.1 Provide Project Schedule and Cost Baseline Processes Support**

- 4.1.1 The Contractor shall provide project schedule and cost baseline support services in managing the Agency's system projects. The Contractor shall support the Agency in the following project management activities:
  - 4.1.1.1 Facilitate scheduling and cost baseline preparation
  - 4.1.1.2 Assist the Project Managers and Sub-Project Managers with the definition of the Work Breakdown Structure, work packages, EVM measurement methods, and control accounts
  - 4.1.1.3 Compile the Integrated Master Schedule in coordination with the Project Managers and Sub-Project Managers
  - 4.1.1.4 Provide schedule and cost baseline reports to the Project Managers and Sub-Project Managers for analysis and review
  - 4.1.1.5 Analyze and makes recommendations on process, procedure, or applicable tool use.
- 4.1.2 Deliverables:
  - 4.1.2.1 Integrated Master Schedule updates
  - 4.1.2.2 Work Breakdown Schedule, work packages, control

accounts reports

4.1.2.3 Schedule and cost baseline reports

4.1.2.4 Analyses and Recommendations for process improvements (draft, final)

## **4.2 Provide Project Status Reporting and Forecasting**

4.2.1 The Contractor shall provide project status reporting and forecasting services in managing the Agency's system projects. The Contractor shall support the Agency in the following project management activities:

4.2.2.1 Maintain the scheduling and earned value data in the Agency's automated project management tools (currently Microsoft Project, Deltek Cobra, Deltek Winsight)

4.2.2.2 Work with the Project Managers, Control Account Managers, and the Integrated Project Team to update project schedules and to capture actual costs

4.2.2.3 Ensure integrity of the integration between the project schedule and earned value data

4.2.2.4 Compile and analyze the Earned Value Management data

4.2.2.5 Produce detailed cost and schedule data from the automated project management tools (currently Microsoft Project, Deltek Cobra, Deltek Winsight) and populate preliminary monthly status reports for use by the Project Managers, Control Account Managers, and the Integrated Project Team

4.2.2.6 Analyze and make recommendations on process, procedure, or applicable tool use

4.2.3 Deliverables:

4.2.3.1 Preliminary Monthly Status/EVM Reports

4.2.3.2 Detailed monthly EVM data from Cobra Reports

4.2.3.3 Ad hoc analyses on the EVM data

4.2.3.4 Analyses and recommendations for process improvements (draft, final)

## **OPTIONAL TASK 5. Risk Management and Issue Management Services**

### **5.1 Provide Risk Management Services**

5.1.1 The Contractor shall provide a Risk and Issue Management Coordinator to support the Agency's project teams in developing and maintaining risk management plans and in performing risk management activities as follows:

5 5.1.1.1 Plan and administer the risk management process

5.1.1.2 Log and maintain risks in the risk management tool (currently Deltek's WelcomeRisk)

- 5.1.1.3 Develop or assist in identifying risks and developing risk statements (e.g., condition/impact)
- 5.1.1.4 Assist with or perform risk and impact analysis
- 5.1.1.5 Facilitate the development of a risk response plan and contingency plan
- 5.1.1.6 Participate in the Risk Management Committee meetings
- 5.1.1.7 Communicate regularly with all task leads (government and Contractor) and Risk Owner(s) to ensure coordination of all risk information
- 5.1.1.8 Handle risk-related internal project communications by providing regular status reports
- 5.1.1.9 Track and report risks on a monthly basis
- 5.1.1.10 Analyze and make recommendations on risk management improvements
- 5.1.1 Deliverables:
  - 5.1.1.1 Updates to Risk Management Plans (draft, final)
  - 5.1.1.2 Risk definitions, statements, and data in the risk tool
  - 5.1.1.3 Risk impact analyses (draft, final)
  - 5.1.1.4 Risk response and contingency plans (draft, final)
  - 5.1.1.5 Risk reports for risk meetings (draft, final)
  - 5.1.1.6 Risk communication and coordination
  - 5.1.1.7 Analyses and recommendations for risk management improvements (draft, final)

## 5.2 Provide Issue Management Services

- 5.2.1 The Risk and Issue Management Coordinator identified by the Contractor shall also support the Agency's project teams in developing and maintaining issue management plans and in performing issue management activities as follows:
  - 5.2.1.1 Plan and administer the issue management process
  - 5.2.1.2 Log issues into the issue database (currently Deltek's WelcomHome)
  - 5.2.1.3 Facilitate the development of issue response and action plans
  - 5.2.1.4 Track status of issues in the Project Issue Log and issue database
  - 5.2.1.5 Forward the Issue Log, which includes information on the issue, impact analysis, and recommendation to assigned team member(s) for resolution
  - 5.2.1.6 Send updated Issue Lists to the Project Team Leads and Project Manager
  - 5.2.1.7 Analyze and make recommendations on issue management improvements
- 5.2.2 Deliverables:
  - 5.2.2.1 Updates to Issue Management Plans (draft, final)
  - 5.2.2.2 Issue definitions, statements, and data in the issue tracking tool
  - 5.2.2.3 Issue reports for meetings (draft, final)
  - 5.2.2.4 Analyses and recommendations for issue management

improvements (draft, final)

## **OPTIONAL TASK 6. Quality Management Services**

### **6.1 Conduct A-123 Reviews**

- 6.1.1 The Contractor shall support OCFO during A-123 reviews of systems and processes.
- 6.1.2 The Contractor shall conduct A-123 reviews of systems and processes. The reviews shall be in compliance with federal and Agency A-123 review guidelines and A-123 review best practices.
- 6.1.3 Deliverables:
  - 6.1.3.1 A-123 Review Report (draft)
  - 6.1.3.2 A-123 Review Report (final)

### **6.2 Provide Quality Assurance Support Services**

- 6.2.1 The Contractor shall provide a Quality Manager to support the Agency in developing quality management plans and performing quality assurance reviews of the Agency's project products and processes. The Quality Manager shall support the Agency projects in the following areas:
  - 6.2.1.1 Interpret the Agency's requirements for quality management programs
  - 6.2.1.2 Participate in quality management planning process and make recommendations for an actionable Quality Assurance Plan specific to the project
  - 6.2.1.3 Develop the Quality Assurance Plan
  - 6.2.1.4 Ensure project participants receive appropriate quality training
  - 6.2.1.5 Oversee the execution of quality management activities and adherence to the quality standards
  - 6.2.1.6 Perform quality assurance audits/reviews and collect quality metrics, as appropriate
  - 6.2.1.7 Work with Team Leads to evaluate quality assurance results and make recommendations for product and process improvements
  - 6.2.1.8 Determine whether product and process improvement initiatives have been implemented and evaluate impact on overall quality
- 6.2.2 Deliverables:
  - 6.2.2.1 Project Plan for Reviews of Project products and processes (draft, final)
  - 6.2.2.2 Quality Assurance Reviews and Audit Reports (draft, final)
  - 6.2.2.3 Quality Assurance Plans (draft, final)



- 6.2.2.4 Quality Assurance training (draft, final)
- 6.2.2.5 Quality Assurance metrics (draft, final)
- 6.2.2.6 Recommendations for Quality Assurance Improvements (draft, final)

## **OPTIONAL TASK 7. Integrated Baseline Review Services**

### **7.1 Provide Integrated Baseline Review (IBR) Services**

- 7.1.1 Train EPA and Contractor personnel in the IBR process and requirements
- 7.1.2 Facilitate the IBR review sessions and document the results of the sessions with meeting minutes and action items
- 7.1.3 Manage the logistics for the IBR meetings, including preparing agendas and scheduling meetings
- 7.1.4 Review and make recommendations on Contractor IBR work products
- 7.1.5 Support EPA in developing the EPA sections of the IBR and related documentation
- 7.1.6 Produce the draft and final IBR reports and supporting documentation
- 7.1.7 Update the Project Performance Measurement Baseline documentation
- 7.1.8 Conduct IBR lessons learned sessions and prepare lessons learned reports
- 7.1.9 Deliverables:
  - 7.1.9.1 IBR Training Materials
  - 7.1.9.2 Conduct IBR Training Session(s)
  - 7.1.9.3 IBR Meeting Minutes (draft, final)
  - 7.1.9.4 Recommendations on Contractor IBR documents
  - 7.1.9.5 EPA sections of the IBR portions of the IBR documents (draft, final)
  - 7.1.9.6 IBR reports and supporting documents (draft, final)
  - 7.1.9.7 Updated Project Performance Measurement Baseline documents (draft, final)
  - 7.1.9.8 IBR Lessons Learned Reports (draft, final)

## **1.4 Other Information**

### **1.4.1 On-site Contractor Support**

**X** **Yes** The task order requires on-site Contractor support.

At a minimum the Contractor Project Manager shall be on-site. As tasks are assigned, the need for on-site support for those tasks will be defined and agreed upon with the Contractor.

#### **1.4.2 Government Furnished Space or Property (GFP)**

**X** **Yes** The task order involves the provision of government space.

The task order requires on-site Contractor support to be located at EPA's headquarters at Federal Triangle in Washington, DC. Space shall be in cubicles. Contractor personnel who are not on site full time may be required to share cubicles.

The task order involves the provision of GFP. Depending upon the task requirements Contractor personnel may be issued badges, AAA remote access tokens, Agency (CTS) laptops, and/or Agency (CTS) desktops. All GFP shall be returned to the Agency when the person to whom it was issued leaves the contract and/or when the contract is terminated.

#### **1.4.3 Additional Progress or Financial Reporting**

**X** **Yes** The task order requires additional progress and financial reporting.

##### Progress Reporting

The Contractor shall provide a monthly progress report to the TOPO and ATOPO by the tenth (10<sup>th</sup>) business day with the following information:

- Executive Summary status report summarizing planned and actual work for the month, work planned for the next month, and significant issues, risks, or concerns. The Executive Summary should not exceed two (2) pages and shall be in a separate file.
- Narrative detail review of accomplishments during the reporting period and/or significant events, as well as an assessment of work being completed on schedule and budget
- Status of all ongoing activities in accordance with the Work Plan
- List of deliverables with delivery dates (planned versus actual)
- Monthly Contractor performance information (performance metrics)
- Identification of problems (or issues that may impact work performance) encountered and recommended solutions
- Anticipated activities and deliverables for the next reporting period
- Status of funds (funded amount, cumulative expended through current month, current month amount, remaining balance, cumulative invoiced amount)

- Projected costs for the upcoming reporting period
- Identification of cost issues or concerns

#### Financial Reporting (EVM)

The Contractor shall provide monthly Earned Value Management (EVM) reports for its deliverables and costs by the tenth (10<sup>th</sup>) business day following the end of the month. This report shall detail the EVM data separately for each of the seven (7) defined tasks. In addition, the Contractor shall have the capability, at the TOPO's request (for future months), to produce EVM reports which segregate EVM data for any or all tasks between a particular project and other efforts during a month. The Contractor shall use standard EPA practices for performing EVM and other generally accepted accounting practices. The Contractor shall provide an analysis and explanation of any significant variances, positive or negative, in the EVM measures with suggestions for remediation where appropriate. The Contractor shall also reconcile any discrepancies between the monthly EVM data and the invoice. Reference: [http://www.epa.gov/oamhpod1/adm\\_placement/ITS\\_BISS/evm.pdf](http://www.epa.gov/oamhpod1/adm_placement/ITS_BISS/evm.pdf)

#### Work Plans

At the time an objective is identified, the TOPO/ATOPO will determine when and if a work plan is required. A work plan shall be required for complex or long-term objectives requiring extensive analysis, development, testing, or planning and coordination with other resources as determined by the TOPO/ATOPO. If a work plan is required, the Contractor program manager shall ensure that the work plan is created and presented to the TOPO/ATOPO within five workdays after the start of an assignment. The work plan shall identify all tasks, resources, schedule, assumptions, and risks associated with the objective and shall include a Work Breakdown Structure (WBS) using Microsoft Project. The work plan shall require concurrence by the TOPO/ATOPO and shall become the official schedule for that objective. The work plan shall be maintained and updated monthly by the Contractor to reflect actual accomplishments, delays, or additional tasks identified for the duration of the objective and shall be provided to the TOPO/ATOPO and presented at the monthly status meeting. The Contractor shall immediately notify the TOPO/ATOPO of any factor or change that may significantly affect the approved schedule.

#### **1.4.4 Travel**

The Contractor may be required to travel in the course of the performance of this task order. The Contractor is required to follow the requirements of subpart 31.2 of the FAR regulations in incurring allowable travel costs under this task order,

and correspondingly must at all times seek and obtain government rates whenever available and observe current subsistence ceilings. A plug number in the amount of \$15,000.00 should be used for each POP to cover travel and other ODCs.

### **1.4.5 Quality Assurance Surveillance Plan**

#### **1.4.5.1 Performance Measures (PM)**

- The Contractor delivers draft and final documents/deliverables as described in each objective's work plan.
- The Contractor delivers support services as described in each objective's work plan.
- The Contractor's performance shall be evaluated on the timeliness, quality, and cost control of the deliverables and support services.
- The Contractor shall be evaluated on their ability to provide the appropriate subject matter expertise and experienced resources for the requirements described in the TORFP, as well as their flexibility to address varying levels of efforts.
- Monthly status meetings are held and agendas and minutes are provided.
- Monthly financial, EVM and progress reports show compliance with the specified requirements.

#### **1.4.5.2 Performance Standards (PS) QA Target**

- All targets are subject to change based on mutual agreement.
- The Contractor delivers draft and final documents/deliverables on the dates proposed in the work plan.
- The Contractor delivers support services in accordance with the schedule proposed in the work plan.
- The quality of the Contractor support services and deliverables conforms to Agency guidance for Project Management and System Life Cycle Management and meets all of the EPA stated objectives for the deliverables.
- The cost of the deliverables and support services are within 5% of the cost estimates, assuming no major changes to the TORFP requirements.
- The Contractor provides the appropriate subject matter expertise and experienced resources within one week of EPA request for 100% of the time.
- Monthly meetings are held with agendas and minutes provided 100% of the time.
- Accurate and timely monthly status reports are provided 100% of the time.

- Standard EPA EVM practices are followed and a Cost accounting and EVM report by task are part of each month's status report.
- Work Breakdown Structures are provided for 100% of projects where they are determined to be required.
- EVM metrics are provided for 100% of projects where they are determined to be required.
- Updates to .MPP files accurately reflect project progress where they are determined to be required.

#### **1.4.5.3      *Surveillance Plan (SP)***

- The Contractor shall provide an assessment of performance against targets in their monthly status report.
- The TOPO/ATOPO shall provide feedback within twenty four (24) hours on issues relating to performance measures.

#### **1.4.5.4      *Contractor Incentive (CI)***

- The Contractor will be penalized a maximum of (b)(4) of the invoiced amount for the current billing cycle for repeated, written warnings of failure to meet performance standards.

#### **1.4.6 *Question and Answer Session***

- After the issuance of the Draft TORFP and before the proposals are due, the ITS-BISS PO and CO/CS will conduct a question and answer session (Industry Day Information Session) where TOPO and Office can summarize the TORFPs requirements and the contractors can ask questions about the requirements.